

## Steps for Dashboard Change in NOCAS

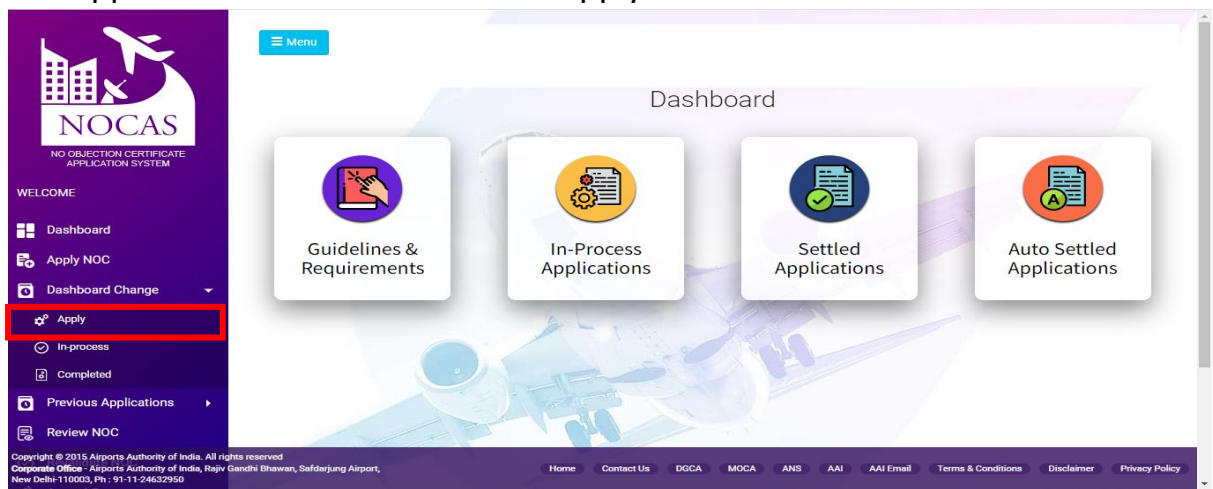
1. Applicant has to login in NOCAS using the email ID to which he/she want the NOCID to get transferred in:

The screenshot displays the NOCAS website interface. At the top, the logo of the Airports Authority of India (AAI) is visible, along with the text "Airports Authority of India" and "Department of Aerodrome Safeguarding". The main header includes navigation links: Home, About AAI, GSR751(E), GSR465(E), Guidelines, Appeal Proceedings, FAQs, and Contact Us. The central banner features the NOCAS logo and the text "No Objection Certificate Application System" and "An online system for Height clearance for buildings and structures around civil airports by Airports Authority of India". Below this, there is a section for "Your Application Status" with a text input field for "Enter NOC ID or SACFA ID" and a "Check Status" button. To the right, a "Login" form is highlighted with a red border, containing fields for "Email ID" (with "paul" entered), "Password", "CAPTCHA" (with "F5gzgB" entered), and a "Login" button. Below the login form, there are links for "ForgotPassword? Click Here" and "NOC Committee Member Registration". At the bottom of the page, there is a "How To Apply" section with two steps: 1. "It is mandatory to get your site or structure surveyed from any :- a. Licensed Surveyor(s) approved by Local Bodies." and 2. "Prepare the supporting documents as per the" with a "Document Guidelines" link. A "Useful & Important Links" section is also present, listing "Aerodrome Safeguarding Circulars" and "User Manuals".

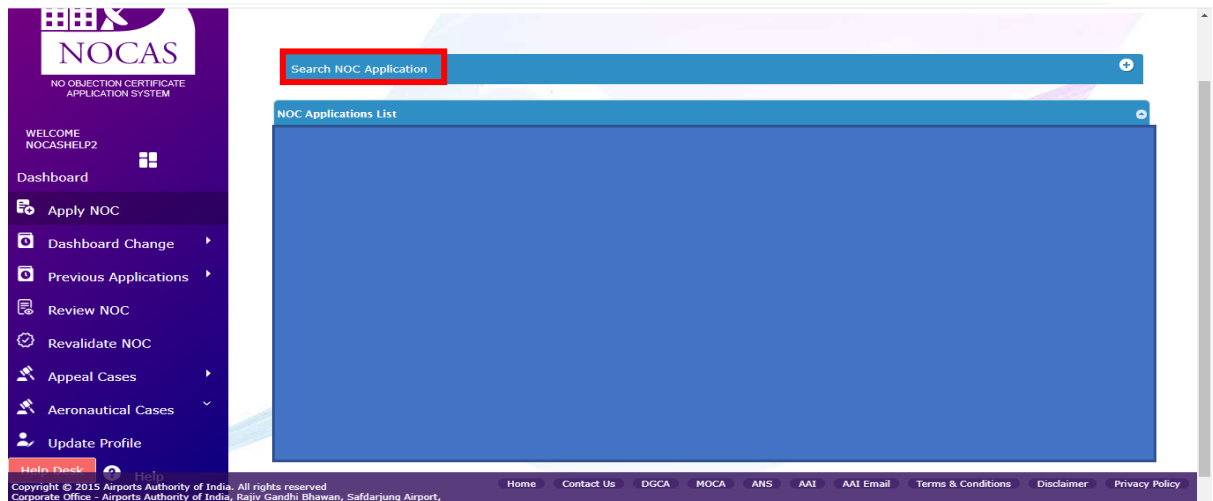
2. Applicant will click on Dashboard Change option in the Main Menu:

The screenshot shows the NOCAS dashboard interface. On the left, a vertical main menu is displayed with the following options: Dashboard, Apply NOC, Dashboard Change (highlighted with a red box), Previous Applications, Review NOC, Revalidate NOC, Appeal Cases, and Aeronautical Cases. The main content area is titled "Dashboard" and features four large, rounded rectangular buttons: "Guidelines & Requirements", "In-Process Applications", "Settled Applications", and "Auto Settled Applications". The background of the dashboard is a light blue and purple gradient with an image of an airplane. At the bottom, there is a footer with copyright information: "Copyright © 2015 Airports Authority of India. All rights reserved. Corporate Office - Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003, Ph: 91-11-24632950". The footer also includes navigation links: Home, Contact Us, DGCA, MOCA, ANS, AAI, AAI Email, Terms & Conditions, Disclaimer, and Privacy Policy.

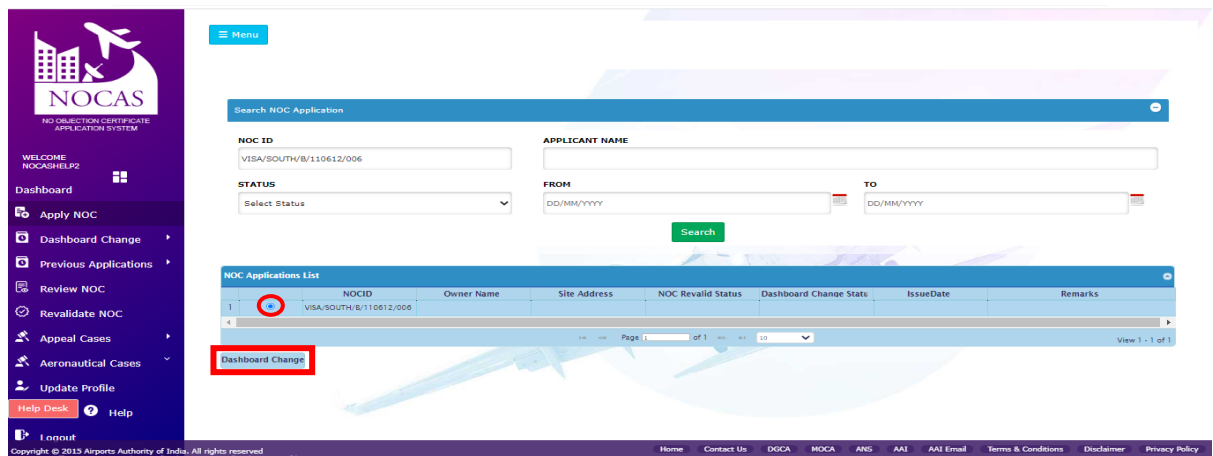
3. The applicant will then click on the “Apply” sub menu:



4. After step 3, a window will appear applicant will have to search the NOCID, for which he/she wants implement do dashboard change



5. After step 4, the applicant will select the NOC ID and will click on “Dashboard Change” Option:



6. After Step 5, the applicant will fill the application form and will submit the Undertaking 1G and will thereafter click submit:

The screenshot shows the NOCAS Dashboard Change Form. A modal dialog box is displayed in the center, asking for confirmation: "Are you sure you want to do the Dashboard Change request. With this NOCAS ID : VISA/SOUTH/B/110612/006". The dialog has "OK" and "Cancel" buttons. The form in the background includes fields for NOCAS ID, Old Applicant Name, Old Applicant Email-ID, Old Applicant's Mobile Number, New Applicant Name, New Applicant Email-ID, and New Applicant Mobile Number. A table below the form lists documents, including "Undertaking Form (1G)" with file name "CALL\_SOUTH\_B\_010823\_735906.pdf". A "Submit" button is highlighted with a red box at the bottom of the form area.

7. After step 6, the applicant will click “make payment” button to make the required payment after entering payment details i.e. :

- a. Rs. 5900/- , in case TDS is not deducted;
- b. Rs. 5400/-, in case TDS is deducted;

The screenshot shows the NOCAS Dashboard Change Form with a "Dashboard Change Billing Details" modal open. The modal contains fields for Owner Name (NocasHelp2), Owner Address (NOCAS Help Team), Email ID (paul@aa1.aero), State (Delhi), Phone (9310911370), GST No. (07AAJCA1389G6ZG), PAN NO. (ASDSR4567E), and TDS (Yes/No). A "Submit" button is highlighted with a red box. Below the modal, a "Make Payment" button is highlighted with a red box. The form in the background is partially visible, showing the same fields as in the previous screenshot. A message at the bottom of the form area states "Dashboard change details submitted successfully".